**TO SCHEDULE A MEETING WITH SOMEONE YOU DO NOT KNOW**

**[Subject line]**

Dear **[Mr./Ms. Last Name]**,

My name is **[Full Name]**, and I am writing to you because **[explain why you want to set up a meeting. If you have a common acquaintance who referred you, this is a good time to mention that name.]**

I would love to meet for **[breakfast/coffee/lunch in your office/in my office/somewhere else]**some time **[name a period of time, such as “next week”]**, if that works for you.

Please let me know when and where you would prefer to meet. I look forward to speaking to you in person.

Sincerely,  
**[Your Name]**